

## **HABILITATION, SUPPORT**

### **Service Description**

**HP16-00**

Services provide a variety of interventions designed to maximize the functioning of persons with developmental disabilities. Services may include, but are not limited to: habilitative therapies, special developmental skills, behavior intervention and sensorimotor development.

Services are designed to assist individuals in acquiring, retaining and improving the self-help, socialization and adaptive skills necessary to reside successfully in home and community-based settings. The services include the provision of training in independent living skills or special developmental skills, orientation and mobility training, sensorimotor development, and behavioral management.

### **Service Requirements and Limitations**

1. This service may be provided in the following settings:
  - 1.1 The consumer's home, or
  - 1.2 A community setting chosen by the consumer or consumer's representative.
2. This service shall not be provided while the consumer is attending day treatment and training.
3. Any center-based approach must be approved by the District Program Manager/designee and meet all licensing, certification, and inspection requirements.
4. This service shall not be provided when the consumer is hospitalized.
5. This service shall not be provided to consumers living in group homes, vendor supported developmental homes (child or adult), skilled nursing facilities, non-state operated ICFs/MR, or Level I or Level II behavioral health facilities.
6. This service shall not supplant services that are available to the consumer through an educational or vocational mandate.
7. This medically-necessary service is not intended to meet a need for day care.
8. This service is not intended to replace any natural supports available to the consumer in their home or community. If natural supports become available, the need for this service may be reassessed as natural supports may reduce the need for this service.
9. This service shall not be provided in conjunction with a daily residential habilitation service.

10. This service shall not be provided in schools or while being transported by the school.
11. This service shall be used to transfer a skill from the trainer to the consumer and not solely for the purpose of supervision.

## **Service Goals and Objectives**

### Service Goals

1. To enable the consumer to acquire knowledge and skills and be a valued member of his/her community based on his/her own choices.
2. To provide training to increase or maintain the consumer's self-help, socialization, and adaptive skills to reside and participate successfully with his/her family in his/her own community.
3. To assist the consumer in achieving and maintaining a quality of life that promotes the consumer's vision of the future.
4. To adjust the dependence on this service as natural supports become available in the consumer's home and or community.
5. To encourage and develop the identification and use of natural supports and reduce the need for this paid support.

### Service Objectives

The Qualified Vendor shall:

1. In accordance with the consumer's Individual Support Plan (ISP) processes, assist in developing an individualized support plan, including:
  - 1.1 Establish individualized, time-limited training objectives/functional outcomes that are based on assessment data and input from the consumer and the consumer's representative who will allow the consumer to achieve his/her long term vision.
  - 1.2 Develop strategies for habilitative objectives/functional outcomes within ten (10) business days after initiating service. The specific training strategy for each objective/outcome shall identify the schedule for implementation, the frequency and duration of services, data collection methods, and teaching strategies. A teaching strategy is required for each behavioral outcome identified by the ISP and is a series of steps to teach the consumer a single behavioral outcome.

- 1.3 Develop a home program which can be routinely implemented by the consumer/ caregivers in the course of daily living to reinforce the acquisition of skills to achieve functional outcomes.
  - 1.4 Based upon the presence or absence of measurable progress, make changes to specific training objective/outcome(s) and/or strategies, as agreed upon by the ISP team.
2. As identified in the consumer's ISP, provide training and/or assistance such as:
  - 2.1 Assistance and training related to personal and physical needs and routine daily living skills;
  - 2.2 Implementing strategies to address behavioral concerns, developing behavior intervention programs, and coordinating with behavioral health programs to ensure proper review of medication treatment plans;
  - 2.3 Ensuring that the health needs of the consumer are being met, including providing follow up as requested by the consumer's primary care physician or medical specialist;
  - 2.4 Implementing all therapeutic recommendations including speech, occupational, and physical therapy and assisting consumers in following special diets, exercise routines, or other therapeutic regimes;
  - 2.5 Mobility training, alternative or adaptive communication training;
  - 2.6 Opportunities for training and/or practice in basic consumer skills such as shopping, banking, money management, access and use of community resources, and community survival skills, etc.; and
  - 2.7 Assisting consumers in utilizing community transportation resources to support the consumer in all daily living activities, e.g., day treatment and training, employment situation, medical appointments, visits with family and friends and other community activities, etc., as identified within the consumer's ISP.
3. Play an active role in ensuring that services with other involved entities, including day treatment and training providers, health care providers, and schools, are coordinated to meet the needs of the consumers served.
4. As identified in the consumer's ISP, provide training and/or assistance to the consumer's family/consumer's representative to increase and/or maintain targeted skill acquisition of the consumer.

- 4.1 With input from the consumer, the consumer's representative, and his/her significant others, develop strategies for habilitative functional outcomes that can be carried out in context of the consumer's daily routine.
- 4.2 Communicate with the family/consumer's representative regarding how the plan is working when staff is not present.
- 4.3 Based upon the presence or absence of measurable progress, make changes to specific training objective/outcome(s) and/or strategies, as agreed upon by the ISP team.

### **Service Utilization Information**

1. Typical utilization of this form of habilitation is one (1) to two (2) hours per day. Careful assessment for the amount of habilitative training is critical. Holistic evaluation of all other activities in the consumer's day, including school, attendant care, respite, etc., is necessary. A day program may be a better alternative for increasing socialization and community participation.
2. The ISP team shall decide, prior to the delivery of services, who and how service delivery will be monitored.

### **Rate Basis**

Published. The published rate is based on one (1) hour of direct service.

Throughout the term of the contract, the appropriate billing codes, billing units, and associated billing rules are subject to change. All billing codes and billing units, and associated billing rules will be included in the Division's Policies and Procedures Manual, Billing Manual, RateBook, and/or other provider resources made available by the Division.

### **Direct Service Staff Qualifications**

Direct service staff must:

1. Have at least three (3) months experience implementing and documenting performance in individual programs (specific training strategies);
2. Have both three (3) months experience in providing either respite or personal care and have received training, approved by the Division, in implementing and documenting performance; or
3. Perform three (3) months of habilitation services under the direct supervision of an individual who is qualified to provide habilitation as described above.

## **Recordkeeping and Reporting Requirements**

1. The Qualified Vendor shall submit the support plan, including the training/teaching strategies, to the support coordinator thirty (30) days after the initiation of service for ISP team review.
2. The Qualified Vendor shall submit quarterly progress reports, including a written summary describing the specific service activities and the performance data that identifies the consumer's progress toward achievement of the established objective/outcome, within thirty (30) days after the close of the quarter to the consumer's support coordinator and the consumer/family/consumer's representative.
3. The Qualified Vendor must maintain on file proof of hours worked by their direct service staff, e.g., staff time sheets. Each timesheet or equivalent document must have an original signature by the consumer/family/consumer's representative after service delivery to verify hours served.
4. The Qualified Vendor shall maintain data that demonstrates full compliance with all programmatic and contractual requirements of the Department and the Division.